

# THE SENATE



## Minutes of the meeting held on 7 November 2012

Present: The Vice-Chancellor (Professor E.D.J. Acton) (in the Chair), the Pro-Vice-Chancellors (Professor N.F.J. Norris and Professor D.J. Richardson), the Executive Deans of Faculty (Professor P. Gilmartin, Professor I. Harvey, Professor Y. Tasker and Professor N. Ward), Heads of Schools (Professor J.D. Charmley and Professor D. Edwards), Academic Representatives (Mrs J. Barker, Dr T. Blumenschein, Dr M.G. Blyth, Professor T. Chapman, Professor J. Collier, Dr A. Haour, Dr V. Henitiuk, Professor G. Schofield and Dr L. Xu), Director of Information Services (Mr J. Colam-French), and the Student Representatives except for business marked \*\* (Mr J. Bowker (SU) and Mr S. Clark (SU) and Mr J. Taylor (GSA).

With: The Registrar and Secretary (Mr B. J. Summers), the Senior Assistant Registrar (Dr L. Moulard) and the Director of Planning (Mr I. Callaghan).

In Attendance: The Academic Director of Taught Programmes (Dr A. Longcroft).

Apologies: Dean of Students (Dr A. Grant), Professor D. Crossman, Dr Y. Lebeau, Ms C. Peasgood (City College Norwich) Dr C. Salter, Professor D. Zizzo, Dr N Watmough and Mr I.Farr.

### 1. MINUTES

Confirmed  
the Minutes of the meeting held on 13 June 2012.

### 2. STATEMENTS BY THE VICE-CHANCELLOR

The Vice-Chancellor welcomed the new members of Senate and made the following statements:

- (1) He had been to an excellent talk given by Professor Athene Donald on ensuring equality and noted that the University's participation in the Athena Swann award supported this. It is important for the University that all efforts are made to support and follow through on this agenda.
- (2) There is currently turbulence within the 1994 Group which had seen the departure of four members a year ago (Exeter, York, Durham and Queen Mary). St Andrews has also left the group and in recent weeks so has Bath and Surrey (whose Vice-Chancellor was recently elected unopposed as President of UUK). The Group was one of two formed in 1994 with the other being the Russell Group and it was designed to represent the smaller research intensive universities with one of the fundamental distinctions at the time being the presence or absence of a Medical School. Currently, there are a good many Russell Group institutions that fall lower in the newspaper leagues tables than most of the 1994 Group and there have been suggestions that some of the top Russell Group institutions (Oxbridge, UCL, Imperial) may wish to break away to form an "Ivy League". Currently, the remaining members of the 1994 Group have agreed to re-group and possibly re-brand, focussing on the key positive aspects of the members; especially the performance in the National Student Survey. There may be some additional movement post the publication of the REF results.

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- (3) The County Councils of Norfolk and Cambridgeshire are working to bring together areas of the Norwich Research Park and the Cambridge Science Park to promote a positive image and project the good scientific name of the two areas. This is likely to make more prominent the University's collaboration with Cambridge.
- (4) Universities have been asked, in this Jubilee year, to identify a candidate and make application for one of six Regius Professors. This will not be an easy decision to make as each institution may only put forward one name. It is likely that appointments will be made which identify with 20<sup>th</sup> Century disciplines.

3. NOTIFICATION OF CHAIR'S ACTION

Reported

that during the summer the Chair approved a change of name for the School of Film and Television Studies to the School of Film, Television and Media Studies. This took effect from 1 August 2012.

\*4. CORPORATE PLAN: OPERATIONAL PLAN 2013

This minute is confidential and attached as a separate sheet.

5 NATIONAL STUDENT SURVEY 2012

Considered

the outcome of the 2012 National Student Survey and in particular strategy on Feedback. (A copy is filed in the Minute Book, ref. SEN12D002)

(The National Student Survey results for this University have traditionally been very good both overall and in many of the individual categories. However, one area where both the University and the sector as a whole can do better is the area of assessment and feedback. The Academic Director of Taught Programmes made a presentation to Senate (a copy is filed in the minute book) discussing the Learning and Teaching Committee strategies to address this area of the NSS. The University under-performs in relation both to the other questions on the Survey and also in relation to our closest competitors. The Pro Vice-Chancellor (Learning and Teaching) identified that this is an iterative process and that assessment and feedback needs to feed into students' learning for it to be effective. It also needs to be timely and this may mean that rather than giving examination feedback immediately after the exam it could be better given immediately before the next examination. Feedback on examinations had been trialled in one Faculty for the last series but there was limited take up from students. It was also noted that in other institutions there may be better communication about what constituted feedback and when it could be expected. There were also suggestions that technology could be utilised to ensure feedback is provided e.g. Podcasts, Screencasts. It was confirmed that the priority for this year and next was to give generic feedback on examinations to all students noting that Schools were permitted were appropriate to provide personal feedback if practical. The position on examination scripts and whether they had to be retained by the University would be investigated but it was noted that returning these to students would be a major logistical issue and potentially would not support the provision of feedback as they may not be annotated. The use of an analytical grid when marking examination papers might be helpful. It was agreed that some of the practical details and ramifications of returning examination scripts would be explored.)

\*6. 2012/3 STUDENT NUMBER COUNT

This minute is confidential and attached as a separate sheet.

7. LEARNING AND TEACHING COMMITTEE

Considered  
the report. (A copy is filed in the Minute Book, ref. SEN12D004)

8. REF CODE OF PRACTICE

Reported  
UEA's Equality Code of Practice: Preparing Research Excellence Framework Submissions approved by Senate on 9 November 2011 and Council on 28 November 2011 had minor amendments after review by HEFCE with the final version approved by HEFCE on 27 September and available at <https://intranet.uea.ac.uk/ref-staff> .

9. AMENDMENT TO GENERAL REGULATIONS (DISCIPLINE)

Considered  
the minor amendment to the General Regulations. (A copy is filed in the Minute Book, ref. SEN12D005)

10. THE SENATE 2012/13

Received  
(1) the Senate – Membership. (A copy is filed in the Minute Book, ref. SEN12D006)  
(2) the Senate - Standing Orders (A copy is filed in the Minute Book, ref. SEN12D007)

11. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received  
statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. SEN12D008)

12. LEARNING AND TEACHING COMMITTEE

Received  
a round up report from the Learning and Teaching Committee from it's meetings on 29<sup>th</sup> July 2011, 27<sup>th</sup> June 2012, 25<sup>th</sup> July 2012 and 24<sup>th</sup> October 2012. (A copy is filed in the Minute Book, ref. SEN12D009)

13. ITEMS FOR REPORT

Received  
a report. (A copy is filed in the Minute Book, ref. SEN12D010)

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14. DATES OF MEETINGS IN 2012-2013

Reported

that the remaining dates for meetings in 2012-2013 were:

Wednesday 16 January 2013  
Wednesday 20 February 2013  
Wednesday 12 June 2013

15. DATE OF NEXT MEETING

Reported

that the next meeting of the Senate was scheduled for Wednesday 16 January, 2013. This was an 'if necessary' meeting.

\*\*16. SUSPENSION OF STUDENT

This minute is confidential and reserved and attached as a separate sheet.